



Dear EPA Science Forum 2004 Poster Presenter:

Please review the following memo for **important logistical information** regarding the US EPA Science Forum 2004: Healthy Communities and Ecosystems, to be held June 1-3, 2004, in Washington, D.C.

### POSTER ABSTRACTS

Your poster abstract will be posted on the Science Forum 2004 website in advance of the event so that participants will have the opportunity to review and print abstracts that are of interest to them. If you would like to make any final edits to your original abstract, please do so and submit the revised abstract to your Forum Coordinator before **Tuesday, April 20, 2004**. Please check with your [Coordinator](#) to verify the re-submission date they have set. The abstracts will be posted on the website in early May.

### POSTER TEMPLATES

Poster templates have been developed to give Forum Posters the same look and feel. The poster templates and guidance have been posted on the Science Forum website at <http://www.epa.gov/ord/scienceforum/2004/posters.htm>. Please review the guidance and use the template that corresponds to the Theme in which your poster was accepted. The acceptable trimmed poster size is 40" high x 30" wide.

### POSTER SETUP AND STAFFING

Poster sessions will take place in the Grand Ballroom at the Mandarin Oriental Hotel. Posters may be setup on Monday, May 31<sup>st</sup> (Memorial Day) between Noon and 6:00 PM or on Tuesday, June 1<sup>st</sup> from 7:00 AM to 9:30 AM. The poster room will open at 10:00 AM on June 1<sup>st</sup> and all poster presenters are required to have their posters setup by that time. Pushpins, Velcro and poster boards will be provided for your use onsite. If you are unable to set up your poster during the designated setup periods, please make arrangements to ship your poster to SAIC for arrival no later than **Thursday, May 27, 2004**. SAIC is the contractor that is providing logistical support to EPA for this event. Shipping instructions are provided in detail below.

Please note that the Grand Ballroom will be open from 10:00 AM until 7:00 PM on Tuesday, June 1<sup>st</sup> and from 8:00 AM until 3:30 PM on Wednesday, June 2<sup>nd</sup>. Please plan on staffing your poster during coffee breaks and from 5:00 PM until 7:00 PM on Tuesday, June 1<sup>st</sup> during the Poster Presentations Session and Reception.

### USE OF POSTER SPACE

Only the topic described in your abstract can be presented on your poster. No poster presenter shall assign, sublet, or share the space allocated.

Your poster space will be determined according to the Steering Committee Theme Lead assignment. Please note that the poster space consists of the poster board only and that neither tables nor power outlets will be available.

## SHIPPING INSTRUCTIONS

If you plan to ship your poster to SAIC, please send it to the following address:

Alina Martin  
SAIC  
Mail Stop R-4-3  
11251 Roger Bacon Drive  
Reston, VA 20190  
Phone: (703) 318-4678

If you are shipping your poster, it must arrive at SAIC **no later than 5:00 PM Eastern Time on Thursday, May 27<sup>th</sup>**. Please note that SAIC cannot accept Saturday deliveries. If it is not received by Thursday, May 27<sup>th</sup>, SAIC cannot guarantee that your poster will be received in time. If you decide to ship your poster directly to the hotel, please keep in mind that Monday, May 31<sup>st</sup> is Memorial Day and many shipping companies may not deliver packages that day.

**Please put on the OUTSIDE of your poster shipping container AND on the back of your poster the following information:**

Your Name  
Affiliation, Office, Lab, Program, etc.  
Address  
Office and cell phone numbers  
EPA Science Forum 2004  
Poster Title, Poster Number\* and Primary Author  
Theme (e.g., ORD, OEI, Regions)

\*Note: Your Forum Coordinator will assign poster numbers and distribute your number to you during the week of May 17<sup>th</sup>, so that you may include in on the back of your poster and on your poster tube.

You are responsible for tracking your own shipment and ensuring that it arrives at SAIC. You are also responsible for arranging your own return shipment at the close of the poster session at 3:30 PM on Wednesday, June 2<sup>nd</sup>. Please see the section on Return Shipping below.

## REGISTRATION OF POSTER PRESENTERS

All poster presenters are required to register to attend the EPA Science Forum 2004. If you have not already registered, please visit the Science Forum 2004 website at [www.epa.gov/ord/scienceforum](http://www.epa.gov/ord/scienceforum) and click on the Registration link. If you have any questions related to registration, please call (703) 318-4678 or email [tcs-events@saic.com](mailto:tcs-events@saic.com).

The pre-registration deadline is **May 21, 2004**. Poster presenters who are pre-registered will be able to pick up their name badge and materials at the registration booths onsite. Attendees who are not pre-registered will be required to fill out a walk-in registration form when they arrive at the Forum. Each

poster presenter is required to register and pick up his/her own name badge.

## POSTER TEAR DOWN AND RETURN SHIPPING

Posters must be removed between 3:30 PM and 4:30 PM on Wednesday, June 2, 2004. Posters may not be removed before 3:30 PM. All poster presenters will be responsible for removing their posters. If you fail to remove your poster and to make advanced return shipping arrangements by the close of the poster event, your poster's return cannot be guaranteed.

Remember to bring additional shipping air bills as well as all account information for return shipping.

## LIABILITY

Neither EPA, SAIC nor the Mandarin Oriental Hotel staff assumes any responsibility for protection and safety of poster presenters/exhibitors, their representatives, agents, employees, posters/exhibits, computers or any other property of poster presenters/exhibitors or their representatives. Any guard service, security room, or other protective measures that EPA, SAIC or the Mandarin Oriental Hotel staff may take shall be deemed purely gratuitous on its part, and EPA, SAIC or the Mandarin Oriental Hotel staff shall have no responsibility for effectiveness or failure of such measures, or for conduct of personnel involved therein. Each poster presenter/exhibitor agrees to indemnify and hold harmless EPA and SAIC, including its officers, directors, agents, employees, contractors, assignees, and insurers, and the other poster presenters/exhibitors at the EPA Science Forum 2004 from and against any and all claims, losses, damages, liabilities, and expenses, including attorneys, consultants fees, and court costs, incurred by EPA, SAIC or such other poster presenters/exhibitors in defending against, satisfying or compromising any such claim arising out of any injury to person or property caused by any act or omission of the poster presenters/exhibitors or its representatives, agents, employees or contractors.

## INQUIRIES

Any questions should be directed to Alina Martin, SAIC, at [tcs-events@saic.com](mailto:tcs-events@saic.com) or (703) 318-4678.

***(see Attachment on next page)***



### POSTER PRESENTATION CONFIRMATION FORM

Please complete the form below and submit it to SAIC by **Friday, April 30, 2004.**

Alina Martin, SAIC  
Fax: (703) 318-4755  
E-mail: [tcs-events@saic.com](mailto:tcs-events@saic.com)

Name of Poster Presenter:
Organization (including Office/Lab/Branch):
Address:
City, State, Zip Code:
Phone Number:
Email Address:
Poster Title:
Theme:  <input type="checkbox"/> Science and Innovation to Protect Health and Environment (ORD) <input type="checkbox"/> Delivering Science-Based Information to Decision Makers (OEI) <input type="checkbox"/> Using Science to Make a Difference (Regions)